

Headquarters
U.S. Army Armor Center and Fort Knox
Fort Knox, Kentucky 40121-5000
1 June 1999

*Fort Knox Reg 1-3

Administration

INSTALLATION MEMORIALIZATION PROGRAM

Summary. This regulation covers procedures of the Installation Memorialization Program. It is to be used with AR 1-33.

Applicability. This regulation applies to all U.S. Army Armor Center (USAARMC) and Fort Knox major activities, directorates, staff offices/departments, and Partners in Excellence.

Suggested Improvements. The proponent of this regulation is the Adjutant General Division. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to CDR, USAARMC and Fort Knox, ATTN: ATZK-AG, Fort Knox, Kentucky 40121-5000.

1. **Purpose.** This regulation provides guidance and procedures for memorialization of structures, streets, and areas to honor distinguished or heroic deceased civilians and soldiers. It is to be used in conjunction with AR 1-33, Memorial Programs.

2. **References.**

- a. AR 1-33, 15 Dec 80, Memorial Programs.
- b. AR 165-1, 27 Feb 98, Chaplain Activities in the United States Army.
- c. OTSG Reg 15-13, 8 Sep 81, Board for Memorially Naming U.S. Army Medical Departments (AMEDD) Facilities.
- d. USAARMC Reg 420-3, 26 Jun 89, Sign Policy.

3. **Explanation of Terms.**

- a. **Facility.** Any permanent or semipermanent structure, street, area, or roadway.
- b. **Proponent agency.** Organization which has responsibility for the facility.
- c. **Ceremony.** Any public or social gathering where the name of a facility is announced.

*This regulation supersedes USAARMC Reg 1-3, 10 Nov 93

4. Membership. The USAARMC Memorialization Board is constituted and will be composed of the following personnel or their designee:

President: Chief of Staff

Members: Commander, 1st Armor Training Brigade

Commander, 16th Cavalry Regiment

Garrison Commander

Commander, U.S. Army Recruiting Command

Commander, Second ROTC Region

Commander, U.S. Army Medical Department Activities

Commander, U.S. Army Dental Activities

Director, Directorate of Base Operations Support

Director, Directorate of Plans, Training, and Mobilization

Public Affairs Officer

Commandant, U.S. Army Noncommissioned Officer Academy

Adjutant General (Recorder)

5. Policy.

a. Recommendations for memorialization may be submitted to this headquarters, ATTN: ATZK-AG, by any command, activity, organization, or individual with the following information: facility to be named; civilian or soldier's name, grade, branch of service, and service/social security number; awards granted; action in which killed (date and place), or date and place of death; home state; name and address of next of kin; and any other pertinent data.

b. Only deceased civilians or soldiers who have so distinguished themselves that their memory should be perpetuated by the naming of a facility in their honor should be submitted. Preference will be given to soldiers who have distinguished themselves by heroic acts of valor in combat and who otherwise led distinguished careers.

c. Recommendations for memorialization of an important battle or event will be accepted with the following information: facility to be named and basis for the recommendation.

d. No two similar facilities will bear the same name. Where two soldiers with the same surname merit memorialization, one facility will bear the surname; the other facility will bear the given name, middle initial, and surname as: DOE HALL; JOHN J. DOE HALL.

e. Once a dedication ceremony is conducted, the facility will not be renamed.

f. Temporary structures will not be memorialized. The transfer of a name from a temporary facility to a permanent facility requires board approval.

g. Chapels will not be memorialized in memory of an individual, religious denomination, or faith group.

h. The name of a facility memorialized per this regulation will remain with the facility regardless of proponent.

i. The plaque and portrait will remain with the building regardless of occupant. The principal occupant is responsible for the care of the plaque and portrait and will ensure they are appropriately displayed.

j. USAARMC Regulation 420-3 will be followed for placement of exterior and interior signs.

k. Memorialization is a serious gesture, units need not be in competition with each other. In this regard, all costs associated with the memorialization (i.e., plaque, portrait, invitational TDY, social function/ceremony) are the responsibility of the sponsoring agency. Total cost for each project may not exceed \$3,500 unless approved by the memorialization board.

l. The sponsoring agency will be determined by the unit/agency housed in or using the facility/area/range recommended for memorialization. Sponsorship for roads will be determined on a voluntary basis.

6. Responsibilities.

a. Memorialization Board.

(1) The board will meet at the call of the president to evaluate submitted nominations.

(2) The president will, through the board minutes, present recommendation(s) to the installation commander for final decision.

b. Board recorder will:

(1) Notify proponent agency and nominating agency of the final decision.

(2) Provide administrative staff advice.

(3) Maintain historical data of memorialization actions.

(4) Make every attempt to locate the next of kin to present plaque of facility which is demolished. If next of kin cannot be located, keep the plaque in the event the name is approved for another facility.

(5) Obtain DD Forms 214 from appropriate sources to verify service and awards and decorations when not received with memorialization requests.

c. Proponent Agency. Upon receipt of approval action to name a facility, appoint a sponsoring agency.

d. Sponsoring Agency. Appoint a project officer to coordinate all aspects of the memorialization ceremony.

e. Project Officer.

(1) Obtain the following information.

(a) Facility to be named.

(b) Name of civilian or soldier for whom the building is to be dedicated.

(c) Immediate next of kin's name and address.

(d) Proposed date and time of dedication ceremony in coordination with the proponent agency, next of kin (appendix A), AG, and G3/DPTM (to include Community Events Center).

(2) Tasks.

(a) Acquire plaque, size to be determined by display area. Submit request for plaque to Directorate of Contracting at least 120 days before proposed ceremony date. Plaque will be purchased with appropriated funds using specifications at appendix B. Plaques to be placed on government quarters will be placed on the right front of the building at the same height as the building number as specified at appendix C.

(b) Facility sign is requested from DBOS using a DA Form 4283, Facilities Engineering Work Request - XFA, XFB, XFC.

(c) Submit request to conduct a dedication ceremony through the AG, ATTN: ATZK-AG; G3/DPTM, ATTN: ATZK-PTP; G3/DPTM, ATTN: ATZK-PTI; SGS, Protocol, ATTN: ATZK-SGS-P, to the Chief of Staff. The request will include approved name, facility to be named, proposed date and time of ceremony, itinerary, sequence of events, and guest list (family members and distinguished guests).

1. Contact the next of kin to determine names and relationships of all family members attending the ceremony, mode of transportation, date, time, and place of arrival. Provide this information to Protocol.

2. Arrange for guest speaker(s).

3. Prepare a detailed plan for the dedication.

a. Sketch of dedication site.

b. Seating arrangement.

c. Sequence of events.

(e) Prepare draft memorandum of instruction providing basic information and identifying specific staff responsibilities and submit to G3/DPTM for finalization. All requests for support will be completed early enough for proper staffing before the event is to take place.

1. Date, time, and place of dedication.

2. Type of ceremony (sponsor).

3. Itinerary (sponsor).

4. Guest List (sponsor).

5. Billeting (Protocol).

6. Escort officer (sponsor).

7. Band (16th Cavalry).

8. Citation preparation and reading (sponsor)

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10. Invocation and benediction (Chaplain).

11. Speech for Commanding General (PAO).

12. Sequence of events (sponsor).

13. Diagram of ceremony (sponsor).

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14. Traffic control (Provost Marshal Office).

15. Logistical support of family and distinguished guests (Protocol).

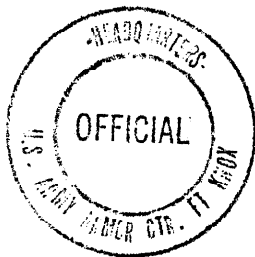
16. Honor flags (Protocol).

(f) Brief escort officers (sponsor).

(g) Monitor the events (sponsor).

(h) Prepare after action report (sponsor). Assemble complete file (copies of correspondence, actions, etc.) and forward to AG, ATTN: ATZK-AG, not later than 7 days after event.

FOR THE COMMANDER:



OFFICIAL:
FRANK J. GEHRKI III
Colonel, GS
Chief of Staff

ROBERT L. BROOKS
Director of Information Management

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A plus

100 - ATZK-AG

CF:

DCG, USAARMC

Appendix A
Installation Memorialization Program

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(Date)

(Name of Office)

(Name and address)

Dear

For many years, it has been a policy at Fort Knox to honor civilian and military members whose careers and lives have contributed significantly to the United States Army and our country.

At a recent meeting of the Installation Memorialization Board, a recommendation was made to the Commanding General that (building/area/street) be named in honor of your late (relationship, grade and name).

An appropriate dedication ceremony will be planned in the future, and you and your family will be invited. We will be happy to assist you in making arrangements for your stay, should you plan on attending. I would appreciate it greatly if you will inform me of your plans at your earliest convenience.

If you wish to discuss this with me, please feel free to call collect at (502) 624-xxxx.

Sincerely,

Appendix B
Installation Memorialization Program

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THIS BUILDING IS DEDICATED
IN MEMORY OF

(NAME)

(DATES OF SERVICE)

KILLED IN ACTION
(DATE)

(NAME) WAS AWARDED THE (MEDALS)

